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What Records Can You View?

The DCRA eRecords Electronic Records Management System provides residents of the District of Columbia online access to the following:

- Building Permits
- Building Plans
- Certificate of Occupancy
- Determination Letters
- Electrical Permits
- Final Orders from the Office of Administrative Hearings
- Invoices
- Mechanical Permits
- Permit Applications
- Plumbing Permits

For more information about what historical records are available, please visit our Records Management Information webpage.

To Begin

To use eRecords, a single sign-on, Access DC, account is required. To sign up for a free Access DC account, please visit our sign-up page. If you already have an Access DC account, you may begin using eRecords.

If you need assistance logging in, select Need help signing in or email DCRA at dcra@dc.gov and include AccessDC Password Assistance in the subject line.
Types of Searches

eRecords supports the following search methods:

**Text Field:** Search a record by entering a partial or full description of record type.

**Recent Searches:** A list of most recent searches will be displayed as shown.

**All Searches:** Provides a complete list of document types that are available.

Don’t see what you’re looking for? Submit a record request using our online contact form.

Search Criteria

eRecords supports the following search methods:

**Address:** Enter minimal information into the Address section, e.g. street number or a street name (without street type, i.e. Street/Road/Avenue, etc.)

**Entity:** Enter the Business Name (without commas or abbreviations).

**File Number:** Enter the Permit or Invoice Number.

**Quadrant:** NE, NW, SE, or SW.

Note: For the best search results, use the **File Number** or **Address** option, and select **Starts With** from the dropdown menu.
Search for a Record

Under the **New Search** section, click the arrow to expand the **All Searches** folder icon to view the complete list of search options. Then, select the appropriate **Category** to access the **Search Criteria** menu.

**Search by File Number:** In the File_Number field, status the dropdown Menu: **Starts With** and type in the permit or invoice number and select **Search**.

**Search by Address:** In the Address field, status the dropdown menu: **Starts With** and type street number and street name. Then, select **Search**. See example below: Enter 1100 4TH, and select **Search**.
General Search Results

Results may populate differently based on criteria selection. For better filtering, search results by date, document type, or permit type (if applicable).

For example, you can add Zoning Determination Letter to the list of records you can request as shown in the example below.
Search for a Final Order from the Office of Administrative Hearings

Under the New Search section, click the arrow to expand the All Searches folder icon to view the complete list of search options. Then, select the category OAH_Final Orders to access the Search Criteria menu.

The Search Criteria menu allows for Final Orders to be searched by four criteria: Case Number, Notice of Infraction Number, Property Address or Name.
Final Orders can be searched using Case Number, Property Address or Notice of Infraction Number. Start by selecting the type of query from the drop down menu. Users can select from Like or Starts With.
Search by OAH_Case Number: Select the appropriate query type from the drop down menu and type in the Case Number or partial Case Number and select Search.

Search by Property Address: Select the appropriate query type from the drop down menu and type in the Address or partial Address and select Search.

Search by Notice of Infraction Number: Select the appropriate query type from the drop down menu and type in the Notice of Infraction Number or partial Notice of Infraction Number and select Search.
Final Order Search Results

Search Results may populate differently based on criteria selection. Please ensure that you select the appropriate query type for the information entered in the search. For example, Equals requires a search of the full Case Number, Address or NOI Number, while Like requires only partial information entered in the search.
Search for a Notice of Infraction (NOI)

Under the New Search section, click the arrow to expand the All Searches folder icon to view the complete list of search options. Then, select the category NOI to access the Search Criteria menu.
The Search Criteria menu allows for a Notice of Infraction (NOI) to be searched by four criteria: Notice of Infraction Number, Case Number, Property Address or Name.

Notices of Infraction (NOI) can be searched using Notice of Infraction Number, Case Number, Property Address or Name. Start by selecting the type of query from the drop-down menu for one of the search criteria. Users can select from Starts With, Like, or Equals.
Search Results may populate differently based on criteria selection. Please ensure that you select the appropriate query type for the information entered in the search. For example, Equals requires a search of the full Notice of Infraction Number, Case Number, Property Address or Name. Starts With only requires partial information but must include the beginning of the Notice of Infraction Number, Case Number, Property Address or Name. Like requires only partial information of any of the search criteria to be entered in the search.
Search by Notice of Infraction Number or Case Number: In the search criteria row NOI_Numbers, select the appropriate query type from the drop-down menu and type in the Notice of Infraction Number, Case Number, partial Notice of Infraction Number or partial Case Number and select Search.

Search by Property Address: In the Infraction Address row, select the appropriate query type from the drop-down menu and type in the Property Address or partial Property Address and select Search.

Search by Name: In the Respondent Name row, select the appropriate query type from the drop-down menu and type in the Name or partial Name and select Search.
Search Results

Search Results will populate based on criteria selection and search information provided. Each search result contains a live link to the Notice of Infraction in .pdf format, which can be downloaded. Please ensure that you select the appropriate query type for the information entered in the search.

Click on the linked Notice of Infraction number in the Name column of the search results to open a pop-up window containing a .pdf file of the Notice of Infraction that can be downloaded. Please ensure that your web browser is set to allow pop-ups.
Download the Notice of Infraction by clicking the printer icon in the upper left corner of the pop-up window and selecting Download File from the dialog box.